

STATE OF HAWAII
Accounting Manual

Volume III

Part 300: Deductions from Gross Payroll

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SECTION 348: EMPLOYEE ORGANIZATIONS

General Comments

Employees of the State of Hawaii are eligible for membership in several employee organizations. There are, however, some employee organizations whose membership may be limited and, in others, membership embraces all government employees and officers of the State and its political subdivisions, as well as civilian employees of the Federal government.

An employee or officer of the State may make payroll assignments to all the employee organizations to which he belongs. A payroll assignment to an employee organization may include initiation fees, membership dues, group life insurance premiums, disability insurance premiums, and any other authorized payment an employee or officer wishes to make to his employee organization.

Legal Provision

Section 40-54 of the Hawaii Revised Statutes provides the legal basis upon which the Comptroller of the State of Hawaii can deduct, from the compensation of a State employee or officer, membership dues and group insurance premiums to any union or organization representing state or county employees.

Forms

The STATE ACCOUNTING FORM D-60, SALARY ASSIGNMENT/CANCELLATION (SAForm D-60), is a multi-purpose form that is used to report a request for salary assignment or to change or cancel the amount of a payroll assignment to an employee organization. Refer to Part 700, Appendix, for form illustrations and related instructions.

Procedures

The General Voluntary Deduction Procedures as presented in SECTION 340: VOLUNTARY DEDUCTIONS are followed in processing employee organization assignments, changes, or cancellation of assignments.

Assignments, changes, and cancellation of employee organization assignments are processed through the respective organization and distributed as noted on each copy of the SAForm D-60.